

Message Text

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PAGE 01 STATE 011912

ORIGIN EB-07

INFO OCT-01 OPR-02 ISO-00 AF-08 ARA-10 EA-09 EUR-12 NEA-10
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DRAFTED BY EB/OCA/CM/SPHARRIS

APPROVED BY EB/OCA/C/CBERLIN

A/FADRC/PBR/WILLARD M. MCLAUGHLIN

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FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS PRIORITY

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(INFORM CONSULS)

E.O. 11652: N.A.

TAGS: BEXP; BBSR; APUB

SUBJECT: COMMERCIAL PROGRAM: UPDATING OF GUIDE FOR
BUSINESS REPRESENTATIVES FOR SENIOR COMMERCIAL

1. THE BOOKLET ENTITLED KEY OFFICERS OF FOREIGN SERVICE
POSTS-GUIDE FOR BUSINESS REPRESENTATIVES (STATE PUBLICATION

7877) HAS BEEN IN INCREASING DEMAND BY THE AMERICAN BUSINESS
COMMUNITY AND BY OUR POSTS ABROAD. IT IS THE ONLY PUBLICATION
FREELY AVAILABLE TO THE GENERAL PUBLIC WHICH PROVIDES INFO-
MATION ABOUT THE LOCATION OF ALL FOREIGN SERVICE POSTS (AND
U.S. TRADE CENTERS), THEIR TELEPHONE AND, IN SOME
CASES, THEIR TELEX NUMBERS, AND THE NAMES OF THEIR PRINCIPAL
OFFICERS AND SENIOR STAFF.

2. THE OFFICE OF COMMERCIAL AFFAIRS IN EB AND FADRC/PBR
HAVE ENDEAVORED TO MAINTAIN THE ACCURACY OF THIS PUBLICATION
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AS WELL AS TO IMPROVE ITS USEFULNESS. DURING THE PAST
YEAR, THE TELEX NUMBERS OF THE US TRADE CENTERS AND SOME OF
THE POSTS HAVE BEEN ADDED AS A CONVENIENCE TO THE BUSINESS
COMMUNITY. IN ADDITION, AN OUTLINE OF SOME OF THE MOST
IMPORTANT COMMERCIAL SERVICES (TOP, ADS, WTDR) HAS BEEN
ADDED TO THE INTRODUCTION. WE HOPE THAT FURTHER IMPROVEMENT

AND REFINEMENTS IN THIS DOCUMENT WILL BE MADE IN THE NEAR FUTURE.

3. ACTION REQUESTED: POSTS ARE ASKED, ON AN URGENT BASIS, TO REVIEW THEIR ENTRIES IN THIS PUBLICATION TO ASSURE ACCURACY AND COMPLETENESS. IN PARTICULAR, THEY ARE ASKED TO VERIFY THE ACCURACY OF THEIR ADDRESSES, TELEPHONE NUMBERS (INCLUDING AREA CODES) AND, WHERE APPLICABLE, TELEX NUMBERS. SINCE THIS INFORMATION IS INTENDED PRIMARILY FOR AMERICAN BUSINESSMEN TRAVELLING ABROAD, THE ADDRESS TELEPHONE AND TELEX NUMBERS SHOULD BE THOSE THAT A BUSINESSMAN WOULD NORMALLY BE EXPECTED TO USE IN COMMUNICATING WITH KEY COMMERCIAL OFFICERS AT THE POST. FOR EXAMPLE, IF A POST HAS SEVERAL TELEX INSTALLATIONS, THE ONE MOST CONVENIENT TO THE COMMERCIAL SECTION SHOULD BE LISTED ONLY. POSTS SHOULD ALSO CHECK THE OFFICER LISTINGS TO ASSURE THAT THEY ARE UP TO DATE.

4. POSTS ARE ASKED TO PROVIDE CORRECTIONS AND CHANGES BY CABLE NO LATER THAN JANUARY 24. IF EXTENSIVE CHANGES ARE REQUIRED, POSTS SHOULD PROVIDE A COMPLETE ENTRY. REPLIES SHOULD USE SAME SUBJECT HEADING AS THIS CABLE, AND SLUG CABLE AS FOLLOWS:FOR EB/OCA AND FADRC/PBR.

5. ANY POSTS NOT RECEIVING THIS PUBLICATION SHOULD INFORM DEPARTMENT BY CABLE TO BE PUT ON MAILING LIST. IN THOSE CASES, DEPARTMENT WILL CABLE POST ENTRY AS IT NOW APPEARS IN THE GUIDE FOR CONFIRMATION OF ACCURACY.

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6. POSTS RECEIVING INSUFFICIENT SUPPLY OF GUIDE SHOULD INFORM DEPARTMENT OF NUMBER NEEDED.

7. ANY SUGGESTIONS BY POSTS FOR FURTHER IMPROVEMENTS IN GUIDE WILL BE WELCOMED.

8. IT WILL BE ASSUMED BY THE DEPARTMENT THAT POST REPLIES HAVE BEEN CONCURRED IN BY BOTH THE SENIOR COMMERCIAL OFFICER AND SENIOR ADMINISTRATIVE OFFICER, THE LATTER REFLECTING VIEWS OF RESPONSIBLE POST COMMUNICATIONS OFFICER.
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
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Concepts: n/a
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Decaption Note:
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Disposition Event:
Disposition History: n/a
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Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Page Count: 2
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Retention: 0
Review Action: RELEASED, APPROVED
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Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3568179
Secure: OPEN
Status: NATIVE
Subject: COMMERCIAL PROGRAM: UPDATING OF GUIDE FOR BUSINESS REPRESENTATIVES FOR SENIOR COMMERCIAL
TAGS: BEXP, BBSR, APUB
To: ALL POSTS
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/236647d5-c288-dd11-92da-001cc4696bcc
Review Markings:
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